

May 2013

## C.SUITE USER ACCESS REQUEST FORM

*All users must be entered in the NOAA or DOC Staff Directory prior to requesting access to the AGO Systems applications. Submissions and updates to the NOAA Staff Directory can be sent to [noaa.staff.directory@noaa.gov](mailto:noaa.staff.directory@noaa.gov).*

Date of Request: \_\_\_\_\_ New Account **Y** **N** Deactivated User **Y** **N**  
If Deactivated User, User Code: \_\_\_\_\_

Requester's Name: \_\_\_\_\_ Employee Type: \_\_\_\_\_

Email Address: \_\_\_\_\_ Title: \_\_\_\_\_

Office Phone: \_\_\_\_\_ Office Fax: \_\_\_\_\_

Role: \_\_\_\_\_ Line Office: \_\_\_\_\_

Are you a Supervisor? **Y** **N** If Yes, please attach a list of those you will be supervising.

Are you a COTR? **Y** **N** Do you Certify Funds? **Y** **N**

Are you a Field Delegate/ Del.? In Training **Y** **N** Field Delegate Line Office: \_\_\_\_\_

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### **REQUISITIONER ONLY (Signature Required/ Must Acknowledge)**

*I acknowledge that as a Requisitioner when I create a requisition I am certifying the bona fide need for a particular purchase.*

Requester's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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### **FUNDS CERTIFYING OFFICIAL (FCO) ONLY (Signature Required/ Must Acknowledge)**

*I acknowledge when approving and submitting a requisition I am certifying the availability of funds and the suitability of their use for a particular purchase.*

Requester's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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### **AGO STAFF ONLY**

AGO OFFICE: \_\_\_\_\_

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### **CONTRACTING OFFICERS & WARRANTED FIELD DELEGATES ONLY**

Select Warrant Level: \_\_\_\_\_ *\*Must submit copy of warrant with request*

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*The user's signature certifies that they have completed the mandatory IT Security Awareness Course.*

Requester's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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## C.SUITE USER ACCESS REQUEST FORM

### **Approval Section**

*The appropriate signature below certifies that the requester is authorized to maintain current access to AGO Systems.*

Supervisor's Name: \_\_\_\_\_

Office Phone: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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### **FUNDS CERTIFYING OFFICIAL (FCO) ONLY**

*The Line Office Chief Financial Officer's (CFO) signature below certifies that the FCO is authorized to maintain current access to AGO Systems and is approved to certify the availability of funds. The NOAA CFO needs to sign for any Staff Office.*

Line Office CFO: \_\_\_\_\_

Office Phone: \_\_\_\_\_

CFO's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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### **APPROVER ONLY**

*The appropriate signature below certifies that the approver is authorized to maintain current access to AGO Systems and is able to review and approve a requisition.*

Supervisor's Name: \_\_\_\_\_

Office Phone: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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### **AGO STAFF ONLY**

HCO/Deputy Director/Branch Chief's Name: \_\_\_\_\_

HCO/Deputy Director/Branch Chief's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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### **FIELD DELEGATES ONLY**

Field Delegate Coordinator's Signature: \_\_\_\_\_  
(Sharon Tyson)

Date: \_\_\_\_\_

*Submit signed requests and a copy of Warrant to the Client Services CBS Help Desk via FAX on 301-444-3401. If you have any questions, email the Client Services CBS Help Desk at [clientservices@noaa.gov](mailto:clientservices@noaa.gov) or call 301-444-3400 – Option 3.*

<b>FOR OFFICIAL USE ONLY</b>
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